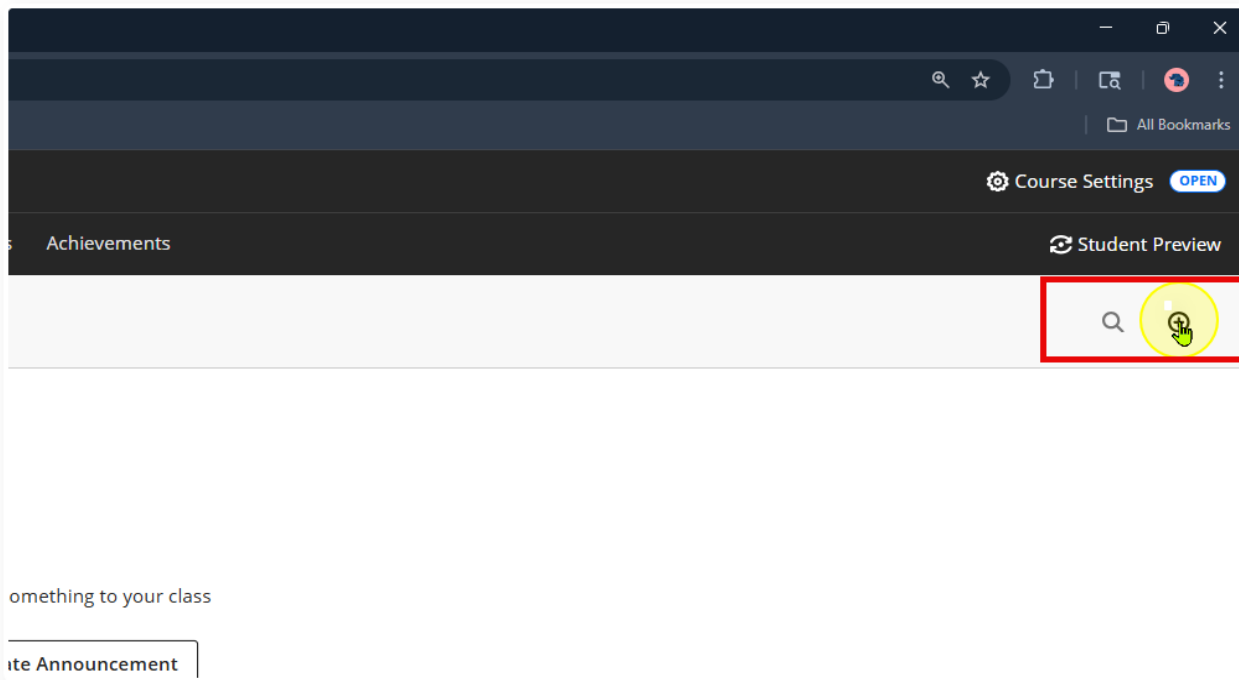
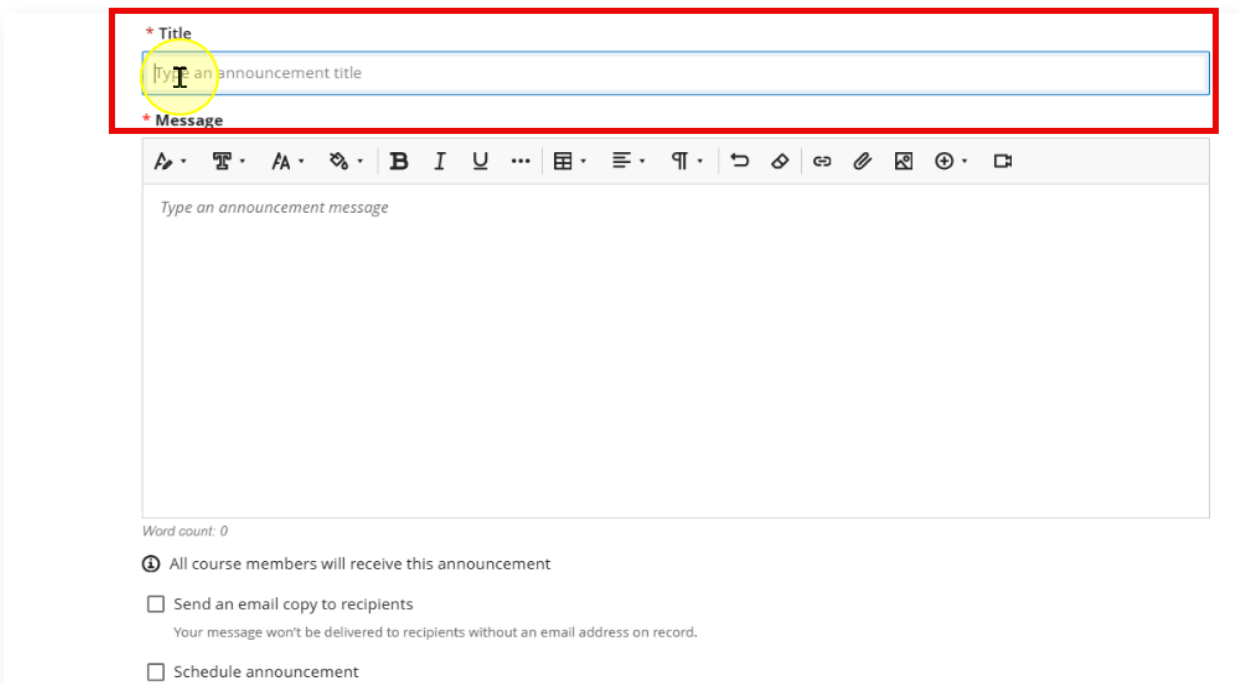


Building Announcements

1 Click the plus button in the top right hand corner



2 Click in the box under "Title" and type in the name of your announcement



3 Click in the box that says "Type an Announcement Message" and begin typing your message. Do not forget to use any necessary features in the text editor.

* Title
Week one is Ready!

* Message

Type an announcement message

Word count: 0

- All course members will receive this announcement
- Send an email copy to recipients
Your message won't be delivered to recipients without an email address on record.
- Schedule announcement

4 After typing your message, be sure to check off "Send an email copy to recipients"

Word count: 4

- All course members will receive this announcement
- Send an email copy to recipients
Your message won't be delivered to recipients without an email address on record.
- Schedule announcement

5 OPTIONAL: If you would like this message to go out later, you may select the box to the left of "Schedule Announcement"

Word count: 4

All course members will receive this announcement

Send an email copy to recipients
Your message won't be delivered to recipients without an email address on record.

Schedule announcement

6 OPTIONAL: After selecting the box to the left of "Schedule Announcement" be sure to use calendar and clock to adjust to when you want the announcement to go out.

Schedule announcement

Show on

2/9/26 9:42 AM

Hide on

7 When you are all done, be sure to his "Post" to send the announcement to students.

Week one is ready!

Word count: 4

All course members will receive this announcement

Send an email copy to recipients
Your message won't be delivered to recipients without an email address on record.

Schedule announcement

Show on

2/9/26 9:42 AM

Hide on